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**Mail to:**

**Arizona Supreme Court  
Administrative Office of the Courts  
Attn: JEC - Leadership Institute  
1501 West Washington  
Phoenix, AZ 85007-3232**

**or Email to:**

**[vmurillo@courts.az.gov](mailto:vmurillo@courts.az.gov)**

**or Fax to:**

**602-307-1247**

**Questions?**

**Contact:**

**[edreg@courts.az.gov](mailto:edreg@courts.az.gov)**

**or call: (602) 452-3060**



## ARIZONA COURT SUPERVISOR (ACS) PROGRAM APPLICATION



Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Court/Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Total length of service in any court/probation department:** \_\_\_\_\_ **Length of service in Arizona courts/probation:** \_\_\_\_\_  
(years/months) Year began \_\_\_\_\_ (years/months)

**As a part of my expected leadership responsibilities, I (check all that apply):**

- ☐ Supervise staff (number of direct reports: \_\_\_\_\_)
- ☐ Serve as project lead: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

☐ **This application is for the Arizona Court Supervisor (ACS) certificate which includes completion of the following courses:**

- **Computer based, self paced classes covering: (18 – 25 hours)**
  - Coaching
  - Problem Solving and Decision Making
  - Conflict Resolution
  - Effective Meetings and Communication
  - Teambuilding
  - Employee Relations/Communication
  - Motivating Employees
  - Setting Priorities/Time Management
  - Change Management
  - Purposes and Responsibilities of Courts
  - Visioning and Strategic Planning
  - Legal Information vs Legal Advice
  - Security and Emergency Preparedness
- **Webinars covering: (4 hours)**
  - Transition to Role of Supervisor
  - Supervisory Ethics
- **AZ Plus Supervisor Capstone covering: (Two days classroom)**
  - Leadership
  - Public Education and Media
  - Records Management
  - Workflow Processes and Environment
- **Human Resources (One day classroom)**
- **Supervisor's Role in Caseflow Management (One day classroom)**
- **Probation Endorsement**
  - **Supervisor's Role in Probation Caseflow Management** (One-day – in place of caseflow course above)
  - **Essential Components of Probation** (1/2 day)

**COMPUTER ACCESS REQUIREMENTS:**

Participation in this program requires an Internet-connected workstation equipped with a headset or speakers and a microphone.

Upon acceptance into the ACS program, the AOC will issue each participant user login credentials to access online courses for one year. There is no cost to the user or their court for accessing online classes. However, we ask users not to share their user login credentials with others to comply with the licensing terms of the online course vendor.

**I am committed to completing all the required courses for the ACS Certificate.**

\_\_\_\_\_  
Participant Name (print)

\_\_\_\_\_  
Participant Signature of Commitment

\_\_\_\_\_  
Date

**I support the full participation of this employee in the ACS Program. I will ensure that this employee is able to complete the online and self-paced study components of this program, and available to attend the required in-person courses.**

(Note: Online courses, by their nature, can be accessed outside of the workplace and outside of normal work hours, creating potential wage and compensation issues with non-exempt employees. Supervisors should consider consulting human resources professionals in their court for more information.)

\_\_\_\_\_  
Supervisor/Manager Name (print)

\_\_\_\_\_  
Supervisor/Manager Signature of  
Approval

\_\_\_\_\_  
Date

***Applications will not be processed without signatures.***

If mailing: Tape edges after folding address on outside and apply correct postage.